

## **Project 14 -- Data Reporting for Mental Health Services Project Plan**

### **Mission Statement:**

To link state and county government information systems regarding persons with disabilities who are accessing publicly funded services and the services they receive.

### **Needs Statement:**

As the State and counties strive to improve management practices at different levels of government, it is becoming increasingly necessary that a data base be available to policy makers, funders, managers, planners, providers, and consumers. The system needs to provide accurate information on persons and providers currently receiving services and identify unmet need which then can serve as a basis for making future policy decisions on the types of services and supports provided to appropriately address the needs of persons with disabilities who are in need of public support.

### **Problem Statement:**

Currently, the Department has several data systems tracking service and cost information on persons with disabilities. In addition, the counties have or are developing systems, including CoMIS, to track information on persons with disabilities seeking county funding. While information is available within the individual systems, currently no method is available to provide a complete picture of what the system is doing and identifying the needs the system is not addressing.

### **Project Purpose:**

The development of a data information system linking the county's individual data systems and current state systems.

### **Project Parameters:**

Assure access to data when users want it and how users want it, in a useful and timely fashion.

Assure EIS accessibility.

Must assure compliance with all state and federal laws regarding confidentiality of disability information.

### **Steps in the Process:**

1. Identify pilot counties.
  - Develop summary material about the project, including the purpose of the project and proposed project design.

- Provide information to counties (preferably at the June Legislative Workshops).
  - Request Interested counties to respond by a certain date.
  - Select pilot counties.
2. Determine what the system should look like.
    - How current is the data going to be?
    - What data should be included?
    - How will the data be used?
    - Where will the data be stored?
    - How will the data be accessed?
    - How will security and confidentiality issues be handled?
    - Who will have access to the data, for what purpose and at what levels?
  3. Determine the desirable method(s) for accessing the data.
    - Develop the software to support the system.
    - Resources Needed:
      - Consultant to design the system
      - Possible funding to establish the linkages
  4. Identify areas that require action to modify existing legislation or administrative rules.
  5. Implement the project in the pilot counties, within the legal parameters.
    - Install necessary software and hardware.
    - Train the county and state staff who will be accessing the data.
    - Develop desired reports.
    - Compile the reports.
  6. Evaluate the project.

**Resources Needed to Proceed with the Project:**

Technical support on understanding current system abilities.

Technical support in development of the central data warehouse software.

Necessary hardware to support the system including local terminals, file server for data warehouse.

**Broad Timeline for Project:**

June 9, 1997 - First version of project plan, work plan and budget completed.

July 31, 1997 - Project plan, work plan and budget finalized.

December, 1997 - State system interface in place along with centralized data storage capacity.

January, 1998 - Install software in pilot counties and start transmitting information on system.

July 1, 1998 - Implement evaluation tools.

September 1, 1998 - Complete final report including evaluation.

(For a more detailed outline of timelines see workplan.)

**Target Population:**

The population to be addressed in the development of this system are: State executive and legislative branches. County elected and appointed officials. Consumers and advocates. Providers of services. Federal funding and policy agencies.

**Goals:**

To pilot a system that will:

Provide a linkage between existing State and County information systems which allows existing data to be shared between users.

Allow for a linkage between existing State and County information systems which allows users to query CoMIS data, MHR data and MMIS systems for appropriate information to be used for system planning.

Provide for a system-wide unduplicated consumer count when system is fully operational.

Provide for system tracking of historical information of prior services received.

Provide for a method of determining whether legal settlement has been previously determined.

Provide a method for determining whether or not applicants are currently receiving other system services.

Allow for real time access to data.

**Develop the Means of Evaluating the Project:**

The project will be evaluated through the use of paper surveys of the users including both county staff in the pilot counties and state staff. In addition, the number of pilot counties will be small enough that representatives of those counties will be asked to meet with the work team. Representatives of consumers and advocacy groups on the work team will be asked to collect evaluation information from the persons they represent. The questions to be answered include:

Was information used in development of County Plan?  
Could County access State demographic data?  
Could State access County data to obtain demographic data?  
Could we solve confidentiality problems?  
Could case specific information be shared between two counties or a county and the state?  
Was time for processing service applications reduced?  
Are users able to access the information they want?

**Determine How the Project Team will Address Privacy and Security Issues in the Project Design:**

This will be a major task of the project team and is undetermined at this point. The system will have to provide for compliance with the confidentiality requirements of federal and state law.

The consulting contract will require the contractor, as part of the design, to address privacy and security including a mechanism to secure proper releases of information authorizations. The contractor will be required to test the security system implementation.

**Determine Approaches to Public Education About the Project:**

Public input into the project will be obtained through representation on the work team of the major users of the system. In addition, any information obtained from the focus groups SPPG will be holding will be shared with the work team for consideration in development and implementation of the project.

The focus of public education will be consumers, consumer advocacy organizations, Department of Human Services staff and count Central Point of Coordination staff.

These persons will be educated on the project through representation on the work team and through written communication to interested consumers, advocacy organizations, Department staff and Central Point of Coordination staff.

**Determine Project Benefits:**

County and state staff able to access information from each other's data systems.  
Reduced need for special demographic surveys.  
County staff are able to obtain demographic information from the state and other counties that can be used in the development of the annual county management plan.  
The information needed to justify budget requests is available.  
Information can be shared between counties and between the counties and the state.

**Determine Possible Means of Sustainability of the Project:**

There are a number of resources already available that would be needed to sustain the project and expand the demonstration into full implementation. Almost all counties have PC based computer hardware available. The Department has an area wide network available in all 99 counties. Once the software is developed, it can be used for an unlimited number of counties. The Division of Mental Health and Developmental Disabilities, has a full-time position assigned to working with the counties on the development of a data system and other staff expertise available which can be used to maintain the system. There will be some additional costs as the system expands. The experience of the pilot counties will provide support for any necessary budget requests to the legislature.